DEPARTMENT OF CORRECTIONS

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| **Policy:** | **500.135** |
| **Title:** | **Offender-Requested Private Health Care** |
| **Effective Date:** | **10/3/17** |

**PURPOSE:** To provide offenders with access to self-attained health care.

**APPLICABILITY:** All Minnesota Department of Corrections (DOC) facilities

**DEFINITIONS:**
Health care provider – a person licensed by the State of Minnesota to independently practice a health care profession, including such examples as: physician, dentist, nurse practitioner, physician's assistant, psychologist, psychiatrist, chiropractor, chemical dependency evaluator, or licensed mental health professional.

**PROCEDURES:**

A. Offenders have access to health evaluations other than department provided health care, if the offender is willing and able to assume all financial responsibility associated with the request.
   1. All financial responsibility includes such examples as: medical costs, transportation, and security coverage.

   2. The facility warden/superintendent determines approval for the offender to access private health care.

   3. The department and its health care vendor are under no obligation to follow the recommendations of an offender's private health care provider.

B. An offender requesting to be seen by a private health care provider must initiate a request for the approval process by sending a written request to the offender's case manager.

C. The security status of the offender is taken into account prior to approval.

D. The case manager must give the offender an Agreement to Pay for Private Health Care (attached) and Letter to Private Health Care Provider (attached).

E. The offender must complete the agreement and return it to the offender's case manager and must complete the letter and send it to the health care provider.

F. Upon receipt of both completed forms, the health services administrator or psychological services director must verify the health care provider's credentials through the appropriate state or federal credentialing board.

G. The case manager must complete the Memorandum to Warden/Superintendent for Offender Requested Private Health Care (attached) and forward the memorandum, agreement, and letter to the health care provider to the warden/superintendent for approval routing as indicated on the memorandum. A separate memorandum is required for each appointment when more than one appointment is requested.

H. The warden/superintendent may deny a request for private health care when any of the following conditions are present:
   1. The offender poses an imminent threat to self or others;
   2. The appointments are frequent and/or repetitive, which may pose an escape risk; and/or
   3. Other conditions that may pose a security threat.

I. If the warden/superintendent approves the evaluation, he/she forwards it for further action.

J. The case manager ensures that the offender has completed a voucher for the costs incurred with the appointment to the private health care provider. Financial resources must be available prior to the appointment being made.

K. Upon approval from the warden/superintendent, the case manager works with the health services administrator/designee or psychological services director to arrange an appointment date and time.

L. All private health evaluations requested by the offender under this policy must be conducted at the provider's place of business and not on Minnesota Department of Corrections property. (Note: Health evaluations done under the auspices of an outside agency, such as the Social Security Administration, the judicial system, and the human services system, are not considered to be offender requested health care. These evaluations may be done onsite by a properly identified examiner.)

M. Health services staff must notify the facility transportation unit to arrange the special duty.

N. The case manager must notify the offender of the appointment approval.

O. The facility transportation staff and other necessary security staff transports the offender to the scheduled appointment.

P. The offender may request and pay for any records that need to accompany the offender to the appointment.

**INTERNAL CONTROLS**

A. Documentation of offender request for private health care is maintained in the offender base file.

B. Associated financial records are retained in finance.

**ACA STANDARDS:** 4-4347

**REFERENCES:** Policy 500.010, "Health Services"
Division Directive 203.220, "Delegations"

**REPLACES:** Division Directive 500.135, "Offender Requested Private Health Care," 11/19/13. All facility policies, memos and other communications, whether verbal, written or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** Agreement to Pay for Private Health Care (500.135A)

Letter to private health care provider (500.135B)
Memorandum to Warden/Superintendent for Offender Requested Private Health Care (500.135C)

**APPROVED BY:**
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support